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INFORMATION OFFICER SERIES EXAMINATION
Recruitment #10g999-00105603-0TW17D

This multi-level recruitment is for:

10g999-00105603-0TW17D ASSISTANT INFORMATION OFFICER
10G999-00105601-0TW18D INFORMATION OFFICER I
10G999-00105595-0TW19D INFORMATION OFFICER II

Department(s):	Department of Toxic Substances Control
Closing Date:	10/18/2010 4:00:00 PM
Type of Recruitment:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$3,658.00 to \$6,409.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

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EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: 10/18/2010

PLEASE NOTE THAT THERE IS A TWO STEP PROCESS FOR APPLYING FOR THIS EXAMINATION SERIES:

1) Submit your application using one of the three delivery methods listed below.

AND

2) Submit a valid e-mail address to IOExam@dtsc.ca.gov. (This step is critical because the rest of the examination will be conducted via e-mail.)

Application delivery methods:

- 1) Apply on-line using the link provided on this form or via <http://jobs.ca.gov> (keyword: Information Officer).
- 2) Mail in the Standard State Application form (678) to address listed below postmarked no later than the final file date.
- 3) Drop off Standard State Application form (678) to the address listed below no later than 5:00 p.m. on the final file date.

Mailing Address:

Department of Toxic Substances Control
1001 I Street, PO Box 806
Sacramento, CA 95812
ATTN: JOANNA DOLLER

Drop off Address:

Department of Toxic Substances Control
1001 I Street, 21st Floor
Sacramento, CA 95812
ATTN: JOANNA DOLLER

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application and complete the special testing arrangements questionnaire.

If you have a disability and need special testing arrangements please call the Department of Toxic Substances Selection Services at 916-323-2679.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

Assistant Information Officer: \$3658.00 - \$4446.00

Information Officer I: \$4400.00 - \$5348.00

Information Officer II: \$5312.00 - \$6409.00

DEFINITION

Assistant Information Officer:

Under supervision, to perform the less difficult professional and technical activities associated with the conduct of a comprehensive program to inform the public of the activities and objectives of a State agency; and to do other related work.

Information Officer I:

Under direction, to perform the more difficult professional and technical tasks associated with the conduct of a comprehensive program to inform the public of the activities and objectives of a State agency; and to do other related work.

Information Officer II:

Under administrative direction, to develop, organize, direct, and evaluate a comprehensive program to inform the public of the activities and objectives of a State agency; to consult with and advise top management of the agency on public relations implications of the agency's activities; and to do other related work.

ELIGIBLE LIST INFORMATION

This examination will consist of a two-part Supplemental Application process. Part I will be weighted 60% and Part II will be weighted 40%, for a total of 100%. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination. Please allow up to six weeks to receive your examination results.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

ASSISTANT INFORMATION OFFICER

EITHER I

One year of experience in the California state service performing the duties of an Editorial Technician.

OR II

Experience: Two years of experience writing, reporting or editing for a newspaper, news service, radio or television station, or magazine, or in a position having major duties in the area of public relations or public information and involving communicating to the public; And

Education: Equivalent to graduation from college, preferably with a major in journalism, public relations, or English. (Additional qualifying experience may be

substituted for the required education on a year-for-year basis.)

INFORMATION OFFICER I

EITHER I

One year of experience in the California state service performing duties equivalent to those of an Assistant Information Officer.

OR II

Experience: Four years of successful experience in writing, reporting or editing for a newspaper, news service, radio, or television station, or magazine, or in a position having major duties in the area of public relations or public information and involving communicating to the public. The experience must have developed the ability to be responsible for the conduct of a comprehensive public information program for a State agency. Writing experience, while an integral part of the above requirements, will not be considered qualifying in itself; And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

INFORMATION OFFICER II

EITHER I

Two years of experience in the California state service performing duties equivalent to those of an Information Officer I.

OR II

Experience: Broad and successful experience which has demonstrated the ability to plan and direct a comprehensive public information program. This must have included at least five years' professional experience in preparing and disseminating information, a substantial part of which also included supervising the writing of others. Writing experience, while an integral part of the above, will not be considered qualifying in itself; And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SCOPE OF EXAMINATION

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Application rating will be on measuring competitively, relative to the job demands, each competitor's knowledge and ability of the testing classification.

KNOWLEDGE AND ABILITIES

ASSISTANT INFORMATION OFFICER

Knowledge of: Techniques of preparing, producing and disseminating information, utilizing all major media of communication; English grammar and spelling; California State Government.

Ability to: Write and prepare for publication or reproduction less difficult news releases, magazine articles, correspondence, booklets, brochures, pamphlets, magazines, reports, speeches, scripts for radio, television or motion pictures, and other information material; write and speak effectively; analyze data; type at a minimum of 20 words per minute.

INFORMATION OFFICER I

Knowledge of: Techniques for preparing, producing and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good relations with news media and other public groups; California State Government and principles of public administration.

Ability to: Write, edit and prepare for publication or reproduction news releases, magazine articles, correspondence, booklets, brochures, pamphlets, magazines, reports, speeches, scripts for radio, television or motion pictures, and other information material; speak effectively; analyze data; assume responsibility for the administration of a public information program.

INFORMATION OFFICER II

Knowledge of: Methods used to determine needs for public information and education; techniques of preparing, producing and disseminating information, utilizing all major media of communication; principles and techniques of establishing and maintaining good public relations; California State Government; principles of public administration; effective supervision; department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Organize and direct a statewide program of public information and education; write effectively; analyze data; supervise the work of an information staff; stimulate interest in an agency's program and secure the cooperation of diverse groups in conducting that program; understand and effectively carry out State and departmental equal employment opportunity policies.

TYPICAL TASKS

ASSISTANT INFORMATION OFFICER

Writes copy for news releases, brochures, pamphlets, other departmental publications, and material to be broadcast on radio and/or television; conducts research in the preparation of news releases, articles and speeches; answers inquiries from the representatives of the news media and from other persons; distributes news releases and other information material through publicity channels such as newspapers, news services, periodicals, radio and television; prepares correspondence; prepares exhibits; prepares layouts, including page dummies of pamphlets, brochures and other publications for printing; reads and corrects proofs; keeps or supervises the keeping of scrapbooks, files of clippings and other information of value to the department.

INFORMATION OFFICER I

Plans, writes, edits and otherwise prepares more complicated information material for dissemination through all major means of communication; disseminates such information material through appropriate channels; prepare replies to difficult and complicated correspondence, including letters for signature by superiors; plans exhibits; provides writing, editing and advisory service to other agency officials; acts as spokesperson for the agency before public groups, to the news media, and to individuals who inquire regarding the agency's activities; arranges participation of other agency officials as speakers before public groups, or on radio and television newscasts or other programs; collects, evaluates and distributes information from outside sources to the agencies' staff.

INFORMATION OFFICER II

Analyzes the extent of public understanding of the programs administered by the agency and determines the need for further public information and education activity; established the objectives of the agency's information program and develops and actuates the techniques and procedures to accomplish these objectives; directs a staff in the conduct of the program; evaluates its effectiveness and recommends appropriate changes; coordinates and evaluates the information and education activities of the agency's field personnel; meets with top management and advises on any public relations implication of proposed actions; attends staff conferences at top management level as a regular participating member; contacts individuals and members of interested organizations to keep them informed of the agency's activities; makes speeches before various groups; promotes the knowledge and use of the agency's services; performs to the extent required any or all of the typical tasks of an Information Officer I.

DISTINGUISHING CHARACTERISTICS

ASSISTANT INFORMATION OFFICER

An Assistant Information Officer is differentiated from an Information Officer I by the degree of independence with which the incumbent works and by the nature of the incumbent's assignments. An Assistant Information Officer usually is assigned tasks of lesser degree of difficulty and generally works under closer supervision. The incumbent may, however, be given full responsibility for accomplishing specific tasks or assignments.

SPECIAL PERSONAL CHARACTERISTICS

High interest in the field of public information work; originality and creativeness; ability to establish and maintain cooperative working relations with representatives of the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work; and ability to assume increasing responsibility.

INFORMATION OFFICER I

An Information Officer I is differentiated from an Information Officer II by the agency's program and by the level of responsibility delegated. In an agency with a complex

and extensive information program directed by an Information Officer II, an Information Officer I (Specialist) may be responsible for a wide range of general assignments (as designated under Typical Tasks), or for a major segment of the total information program, or for an assigned geographical area. In an agency not utilizing an Information Officer II, an Information Officer I (Specialist) may have full responsibility for the conduct of the information program.

SPECIAL PERSONAL CHARACTERISTICS

Appreciation of news value; ability to analyze situations accurately and adopt effective courses of action; demonstrated capacity for assuming progressively greater responsibility; emotional stability under stress; appreciation of the need to inform and educate the public on various phases of an agency's program; ability to establish and maintain cooperative working relations with the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work.

INFORMATION OFFICER II

An Information Officer II is differentiated from an Information Officer I by the agency's program and by the level of responsibility delegated. An Information Officer II is delegated full responsibility for all aspects of information activities in an agency that meets one or more of these criteria: its program either directly affects a large and heterogeneous public, or it affects a public with strong personal interests in its administration; it usually has economic, political, or social implications of considerable impact; it often elicits continuous interest and critical review by political bodies or interest groups; administration of its program is often subject to question, misconceptions, and conflicting views. An Information Officer II reports directly to top management who rely upon the incumbent for advice on good public relations consistent with overall goods; develops special channels for earning public or specific group support; may appear as agency spokesperson before large groups; frequently supervises professional, technical and clerical subordinates.

SPECIAL PERSONAL CHARACTERISTICS

Appreciation of news value; ability to analyze situations accurately and adopt or recommend for adoption by top management an effective course of action; ability to gain the confidence and respect of persons contacted in the work; ability to establish and maintain cooperative working relations with the news media and other public groups; emotional stability under stress; application of the need to inform and educate the public on various phases of an agency's program.

CONTACT INFORMATION

Department of Toxic Substances Control
1001 I Street, PO Box 806
Sacramento, CA 95814
(916) 323-2679

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the **Department of Toxic Substances Control** three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the **Department of Toxic Substances Control** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their

scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open entrance examinations, Veterans' Preference Points** are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points** are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction (s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Click on the link below to apply:

[Fill out the Application NOW using the Internet.](#)



[Print Personal Preferences Form.](#)

If you did NOT apply online and need to update your location preferences, time-base/ tenure and other preferences, you can print a customized pdf version of the [Personal Preference Form](#). If you did apply online, you can easily update your preferences from your personal status board for each recruitment by logging in to your [Personal Status Board](#).

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